

Standing Rules **Approved with Editorial Edits**
by Order of the Texas PTA Board of Directors



Texas PTA President
Filed 8/14/2023

SUGAR MILL ELEMENTARY

PARENT TEACHER ASSOCIATION STANDING RULES

I. Meeting Minutes

- A. The president shall appoint a committee of three (3) members at the last executive board meeting to approve the minutes of the last board meeting.
- B. The president shall appoint a committee of three (3) members at the last regular membership meeting to approve the minutes of the last regular membership meeting.

II. Training Expenses

- A. This Local PTA shall pay the expenses to Texas PTA LAUNCH of members appointed by the President and as funds allow.
- B. This Local PTA shall limit event expenses to the following:
 - 1. Registration fee
 - 2. Hotel accommodations at published seminar or convention double occupancy rate per LAUNCH website.
 - 3. Mileage reimbursement for one vehicle per four (4) members in attendance at the current federal mileage reimbursement rate when using a personal car, or the lowest available commercial airfare if LAUNCH is

held over 350 miles from the school.

4. Meals will be reimbursed, if budget allows, up to an amount not exceeding \$35 per person per day, provided receipts are submitted.
 - a. If a meal is included in a prepaid event, no reimbursement will be paid for that meal.
 - b. Alcohol purchases shall not be reimbursed.
5. Parking fees

III. Financial

A. An additional signer would be President-Elect, as appointed by the President. Checks exceeding \$250.00 will require two signatures.

B. The president shall assign a PTA member other than the Secretary or signers on the account(s) to review the monthly bank statements.

C. All money shall be counted by at least two (2) persons at the same time, and all counters shall sign a completed Itemized Receipt Form. The money shall then be given to the Treasurer, who shall also count and sign the Itemized Receipt Form. A copy of this form shall be retained by all signers of the form.

D. This PTA shall make available software as approved by the executive board.

E. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer. This Local PTA reserves the right to refuse subsequent checks from the check writer and require cash for payment.

F. This Local PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the Treasurer within thirty (30) days of the event or

within fourteen (14) days of the end of the school year, whichever comes first.

G. This Local PTA shall reimburse new and returning teachers according to the established Sugar Mill Elementary Teacher Support Guidelines. (See attached document *Teacher Support Guidelines*)

H. The PTA shall not reimburse sales tax without prior executive board approval. Any members making purchases on behalf of or for the PTA shall use the tax-exempt form. The following are approved as exceptions:

1. Costco

I. This Local PTA shall obtain at least three (3) bids when making any purchases exceeding \$1,000 unless the item is a specialty item and there is but one vendor for the item.

J. This Local PTA shall require a written contract with any business/vendor when purchasing non-refundable merchandise or when making significant expenditures for service.

K. This Local PTA shall have a carryover in the checking account of not less than \$10,000 at the end of the fiscal year.

L. Any e-commerce program utilized by the PTA will be authorized only under the President and Treasurer.

IV. Electronic Banking and Debit Card

A. This Local PTA is authorized by the membership to use debit cards for direct purchase. Credit card use is prohibited.

B. Debit Card Use

1. Cards are issued to authorized signers on the bank account and include the name of the PTA.
2. No cash transactions (ATM, cash back, etc.) are allowed.
3. The cards are in the possession of the Treasurer and are used via a checkout log. The log should include an agreement that sales tax will not be reimbursed unless pre-approved by the executive board. The log is then reconciled to the statement prior to payment.
4. Prior to use of the debit card, a funds request form is completed and submitted. Following the purchase, the receipt is given to the Treasurer and attached to the funds request form.
5. If sales tax is paid for the debit card purchase, the card user reimburses the PTA unless prior approval has been granted by the executive board.
6. A change in signer on the checking account requires a change in signer on the debit card, and a financial reconciliation shall be performed. This applies when fraud or misuse of the card has been discovered.
7. If the card is lost or stolen, the account must be reconciled to identify any unauthorized transactions.

V. Bonding and Insurance

A. The following insurance shall be purchased annually by this Local PTA:

1. Commercial general liability insurance;
2. Medical payments;
3. Nonprofit professional liability insurance; and
4. Commercial crime & fidelity bond.

VI. Condolences & Congratulations

Condolences and congratulations expressed by this Local PTA shall be in the form of greeting cards.

VII. Additional Duties of Executive Officers

All officers shall participate in a leadership capacity at all major events that the PTA sponsors throughout the year.

A. First Vice President of Membership shall:

1. Chair the life membership committee;
2. Chair the membership committee, and
3. As chair of the membership committee this Vice President shall:
 - a. Appoint additional members to this committee to assist in carrying out duties;
 - b. Call a meeting of the membership committee to create a membership campaign for the coming year and set membership goals;
 - c. Ensure completion and submission of Membership List and Dues and report to Texas PTA at least monthly;
 - d. Coordinate the implementation of a membership campaign(s);
 - e. Provide the Secretary with an updated membership list for each regular meeting;
and
 - f. Apply for membership awards from Texas PTA.

B. Teacher liaison shall:

1. Be appointed by the president with input from the principal;
2. Serve as a communication link between faculty, staff, and PTA; and
3. Solicit staff input.

VIII. Standing Committees

The standing committees of this Local PTA shall be:

A. Publicity

1. This committee will be led by a committee chair. If the chair desires, additional members may be added.
2. This committee shall be responsible for:
 - a. Updating the Sugar Mill Elementary PTA website and social media on a regular basis;
 - b. Publishing a monthly newsletter during the school year;
 - c. Creating a monthly calendar and distributing via Tuesday folders; and
 - d. Coordinating with the President.

B. Volunteers in Public Schools (VIPS)

1. This committee will be led by a committee chair. If the chair desires, additional members may be added.
2. This committee shall be responsible for:
 - a. Coordinating all volunteer activities at the school;
 - b. Requiring all volunteers to complete the required FBISD Volunteer Criminal History Application annually;
 - c. Requiring all volunteers to track their volunteer hours in the appropriate database;
 - d. Coordinating *Coffee with the Principal* 2 times/ year, or as the principal's schedule allows; and
 - e. Attending monthly FBISD VIPS meetings throughout the year and reporting

learned information at the Executive Board Meetings. If unable to attend any of the monthly meetings, the VIPS chair, is responsible for sending a replacement.

C. Home Room Parent

1. This committee will be led by a committee chair. If the chair desires, additional members may be added.
2. The committee chair shall be responsible for:
 - a. Coordinating two (2) parties for the school year: Holiday (December) and Valentine's Day (February), including determining snacks and activities in collaboration with Principal and grade level team leads;
 - b. Recruiting a home room parent for each teacher;
 - c. Coordinating Teacher Favorites;
 - d. Coordinating staff birthday gift; and
 - e. Coordinating with a homeroom parent committee member to collect each student's parent/guardian contact information as outlined by the Class Roster Opt-In Form. The committee chair shall be responsible for compiling the collected information.

D. Reward Programs

1. This committee will be led by a committee chair. If the chair desires, additional members may be added.
2. This committee shall be responsible for planning and executing all reward program participation and initiatives.

E. Spirit Store

1. This committee will be led by a committee chair. If the chair desires, additional

members may be added.

2. This committee shall be responsible for:
 - a. Selecting and managing inventory in the school store; and
 - b. Selling and distributing spirit items.

F. Hospitality Events Chair

1. This committee will be led by a committee chair. If the chair desires, additional members may be added.
2. This chair will be responsible for:
 - a. Coordinating food item donations and securing volunteers to serve for the following events:
 - i. Tears & Cheers (First Day of School)
 - ii. Grandparents Day (November)
 - iii. Veteran's Day (November)
 - iv. Granola with Your Grown Up (Second Semester)
 - b. This chair may appoint leads for each event if desired.

G. Hospitality Staff Appreciation Chair

1. This committee will be led by a committee chair. If the chair desires, additional members may be added.
2. Hospitality Staff Appreciation Chair will be responsible for:
 - a. Coordinating Teacher's Appreciation Week;
 - b. Decorating the Teacher's Lounge monthly;
 - c. Coordinating at least one teacher appreciation luncheon per semester;

- d. Stocking the Teacher's Lounge at least one time per semester;
- e. Coordinating Custodial Appreciation (October); and
- f. Coordinating Crossing Guard Appreciation (February).
- g. This chairperson may appoint leads for each event if desired.

H. Spirit Nights

- 1. This committee will be led by a committee chair. If the chair desires, additional members may be added.
- 2. This committee shall be responsible for:
 - a. Planning, securing, and executing Spirit Night fundraisers at least once/month.

I. Sponsorships

- 1. This committee will be led by a committee chair. If the chair desires, additional members may be added.
- 2. This committee shall be responsible for:
 - a. Soliciting and securing family and businesses sponsors; and
 - b. Creating sponsorship tiers (including sponsor benefits).

IX. Special Committees

A. Holiday Shop

- 1. This committee will be led by a special committee chair. If the chair desires, additional members may be added.
- 2. This committee chair shall be responsible for:
 - a. Planning, securing, and executing the Holiday Shop for the students in the month of November or December;

- b. Securing volunteers for the Holiday Shop; and
- c. coordinating with the Teacher Liaison and Principal.

B. Sparkler Fair

1. This committee will be led by a special committee chair. If the chair desires, additional members may be added.
2. This committee chair shall be responsible for:
 - a. Coordinating with the 2nd Vice President (Fundraising) to lead the planning for the Sparkler Fair; and
 - b. Appointing and overseeing leads for games, prizes, food, and vendors.

C. Landscaping

1. This committee will be led by a special committee chair. If the chair desires, additional members may be added.
2. This committee chair shall be responsible for:
 - a. Planning, securing, and executing landscaping improvements for the front of the school (drop off circle) two times/year; and
 - b. Securing volunteers for the landscaping events.

D. Reflections

1. This committee will be led by a special committee chair. If the chair desires, additional members may be added.
2. This committee chair shall be responsible for planning and executing participation in the annual Reflections program.

E. 5th Grade Celebration

1. This committee will be led by a special committee chair. If the chair desires, additional

members may be added.

2. This committee chair shall be responsible for planning, securing, and executing the fifth graders celebration.

X. Awards

1. Awards in the form of certificates, plaques, etcetera. shall be the property of this Local PTA and not individuals.
2. Awards in the form of recognition pins (membership, etcetera.) shall be retained by the recipient.

XI. Miscellaneous

1. This Local PTA's mailing address shall be: 13707 Jess Pirtle Blvd., Sugar Land, TX 77498.
2. All communications concerning this Local PTA for school distribution shall be approved by the Principal and the PTA President prior to dissemination.